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MARINE CORPS ORDER 1650.39A

From: Commandant of the Marine Corps
To: Distribution List

Subj: COMMANDANT OF THE MARINE CORPS (CMC) COMBINED AWARDS PROGRAM

Ref: (a) MCO P1070.12J
(b) MCO P1400.32B
(c) Joint Travel Regulations (JTR)

1. Purpose. To establish a combined awards program, providing CMC recognition for outstanding performance by Recruiters, Drill Instructors, Marine Combat Instructors at the Schools of Infantry (SOI), Marine Security Guards and Career Retention Specialists.

2. Cancellation

- a. MCO 1650.38A
- b. MCO 1650.39
- c. MCO 1650.40
- d. MCO 1650.42

3. Background. It has long been recognized that Recruiters, Drill Instructors, Marine Combat Instructors, Marine Security Guards, and Career Retention Specialists make tremendous contributions and sacrifices while executing unique duties within the Marine Corps. This program is designed to provide recognition for performance that reflects exceptional leadership, management/organizational skills, devotion to duty, and initiative in support of making Marines, meeting worldwide security requirements, and maintaining a quality enlisted career force.

4. Information

a. Selection of a Marine as the CMC Recruiter, Drill Instructor, Marine Combat Instructor, Marine Security Guard, and Career Retention Specialist of the Year recognizes Marines who best exemplify those traits of leadership, devotion to duty, and professionalism sought in all Marines.

b. Receiving a nomination will not be a substitute for justly deserved recognition such as a Letter of Appreciation, Meritorious Mast, or personal award.

c. Selection will be based on the "Whole Marine" concept, not just how the individual performs assigned duties.

d. Selection Boards:

(1) Recruiter of the Year. A nominee from each recruiting district will go before a selection board convened by the Commanding General, Marine Corps Recruiting Command (CG, MCRC) with one nominee being selected as the CMC Recruiter of the Year.

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(2) Drill Instructor of the Year. A nominee from each recruit depot will go before a selection board convened by the Commanding General, Training and Education Command with one nominee being selected as the CMC Drill Instructor of the Year.

(3) Marine Combat Instructor of the Year. A nominee from each SOI will go before a selection board convened by the Commanding General, Training Command with one nominee being selected as the CMC Marine Combat Instructor of the Year.

(4) Marine Security Guard of the Year. A nominee from each company will go before a selection board convened by the Commanding Officer, Marine Security Guard Battalion (MSG Bn) with one nominee being selected as the CMC Marine Security Guard of the Year.

(5) Career Retention Specialist of the Year. A nominee from each of the following commands will be submitted to CMC (MMEA-6) and will go before a selection board convened by Director, Personnel Management Division (MM) with one nominee selected as the CMC, Marine Career Retention Specialist of the Year:

(a) Commander, Marine Forces Atlantic may nominate two Career Retention Specialists (one to represent II MEF and one to represent East Coast bases and stations).

(b) Commander, Marine Forces Pacific may nominate four Career Retention Specialists (one each to represent I and III MEFs and one each to represent West Coast and WESTPAC bases and stations).

(c) Commander, Marine Forces Reserve has only one Regular Marine Career Retention Specialist. At the discretion of the commander, this Marine may be nominated if his/her performance has been in accordance with the spirit of this order, but is not to be considered an automatic nomination.

(d) Commanding General, Marine Corps Combat Development Command may nominate two Career Retention Specialists.

(e) Commanding General, Materiel Command may nominate one Career Retention Specialist.

e. Finalists from each board will be honored annually during October in a ceremony hosted by the Commanding General, Marine Corps Combat Development Command and held at Marine Corps Base, Quantico, Virginia.

5. Basic Organization

a. Eligibility

(1) Nominees for CMC Recruiter of the Year will be canvassing recruiters (MOS 8411), either active duty Marines or extended active duty Marine reservists, in the grade of corporal through gunnery sergeant who have been assigned to the Marine Corps Recruiting Command (MCRC) for the entire fiscal year.

(2) Nominees for CMC Drill Instructor of the Year will be Drill Instructors (MOS 8511) in the grade of sergeant through gunnery sergeant who

are assigned to a recruit depot and are serving in an MOS 8511 billet. The CMC Drill Instructor of the Year nominees will have trained recruits for the entire fiscal year. The nominees must have been directly involved with the daily training or 24 hour supervision of recruits. This does not prevent those Drill Instructors on "quota" from being nominated provided they meet the requirements in this paragraph, i.e., drill instructors assigned to Special Training Company (STC).

(3) Nominees for CMC Marine Combat Instructor of the Year will be Marine Combat Instructors (MOS 8513) in the grades of corporal through gunnery sergeant who are assigned to a School of Infantry and are serving in an MOS 8513 billet. The nominee will have served as an instructor for the entire fiscal year.

(4) Nominees for CMC Marine Security Guard of the Year will be 8151s in the grades of private first class through staff sergeant (watchstanders) who are assigned to a diplomatic mission for the entire fiscal year.

(5) Nominees for CMC Career Retention Specialist of the Year will be school-trained, active duty Career Retention Specialists assigned the MOS 8421 by CMC (MMEA-6) who have served on the career retention specialist force for the entire fiscal year. Nominees must be in the grade of sergeant through gunnery sergeant. Nominees' performance must have significantly contributed to the units' career planning efforts and enhanced the reputation and the role of the career retention specialist. Nominees must have undergone a readiness inspection by the Major Subordinate Command/Major Command career retention specialist and received a "Mission Capable" rating within the last 12 months.

b. Criteria

(1) All nominees must meet the following criteria; waivers will not be considered:

(a) Must not have been previously selected as the CMC Recruiter, Drill Instructor, Marine Combat Instructor, Marine Security Guard, or Career Retention Specialist of the Year.

(b) Must meet established height and weight or body fat standards.

(c) Must have scored a first class on the most recent physical fitness test.

(d) Must have successfully completed mandatory Professional Military Education (PME) requirements.

(e) Must display a consistently high level of performance that significantly and positively impacts mission accomplishment.

(2) ****Recruiters Only**** - In addition to those listed above, nominees for CMC Recruiter of the Year must have attained at least the following minimum percentages:

(a) At least 63 percent I-IIIAs (contracting and shipping).

(b) At least 95 percent Tier Is (contracting and shipping).

(c) Not more than 20 percent pool attrition.

(d) Not more than 13 percent depot attrition.

6. Program Functioning

a. Recruiter of the Year Nominations

(1) Each recruiting district will nominate one Marine per fiscal year. Nomination packages will include the following:

(a) Nomination letter(s) from the command;

(b) A photograph of the nominee prepared in accordance with reference (a);

(c) A concise resume of qualifications, including billet description and significant contributions to the command. Also, a listing of the total number of new contracts written during the fiscal year, pool attrition, depot attrition, and attained percentages for Tier Is and mental group I-IIIAs (both contracting and shipping) will be included;

(d) The Navy and Marine Corps Commendation Medal recommendation will be generated on the HQMC Awards Processing System and forwarded up the chain of command to the CG, MCRC. The first sentence of the Summary of Action (SOA) will be "Nominee for Recruiter of the Year." A printed copy of the award recommendation to include 1650, SOA, and citation will be included in the nomination package;

(e) Two page autobiography;

(f) Name and SSN of spouse (if applicable). This data will be used to process invitational travel orders;

(g) Copy of pages 3, 11, 12, and 13 from Service Record Book.

(2) Nomination packages are to be provided to CG, MCRC during September of each year. A specific due date will be provided by separate correspondence.

b. Drill Instructor of the Year Nominations

(1) Each Marine Corps Recruit Depot (MCRD) will nominate one Marine per fiscal year. Nomination packages will include the following:

(a) Nomination letter(s) from the command;

(b) A photograph of the nominee prepared in accordance with reference (a);

(c) A concise resume of qualifications, including billet description and significant contributions to the command;

(d) The Navy and Marine Corps Commendation Medal recommendation

will be generated on the HQMC Awards Processing System and forwarded up the chain of command to the CG, MCRD. The award recommendation for the selectee from each depot will be forwarded to CG, Training and Education Command (C 46). The first sentence of the SOA will be "Nominee for Drill Instructor of the Year." A printed copy of the award recommendation to include 1650, SOA and citation will be included in the nomination package;

(e) Copy of DI folder;

(f) Name and SSN of spouse (if applicable). This data will be used to process invitational travel orders;

(g) Copy of pages 3, 11, 12, and 13 from Service Record Book;

(h) Two page autobiography.

(2) Nomination packages are to be provided to CG, Training and Education Command (C 46) during September of each year. A specific due date will be provided by separate correspondence.

c. Marine Combat Instructor of the Year Nominations

(1) Each school will nominate one Marine per fiscal year. Nomination packages will include the following:

(a) Nomination letter from the command;

(b) A photograph of the nominee prepared in accordance with reference (a);

(c) A concise resume of qualifications, including billet description and significant contributions to the command;

(d) The Navy and Marine Corps Commendation Medal recommendation will be generated on the HQMC Awards Processing System and forwarded up the chain of command to the Commanding Officer, SOI. The award recommendation for the selectee from each school will be forwarded to CG, Training Command (C 47). The first sentence of the SOA will be "Nominee for Marine Combat Instructor of the Year." A printed copy of the award recommendation to include 1650, SOA and citation will be included in the nomination package;

(e) Name and SSN of spouse (if applicable). This data will be used to process invitational travel orders;

(f) Copy of pages 3, 11, 12, and 13 from Service Record Book;

(g) Two page autobiography.

(2) Nomination packages are to be provided to CG, Training Command (C 47) during September of each year. A specific due date will be provided by separate correspondence.

d. Marine Security Guard of the Year Nominations

(1) Each company commander will nominate one Marine per fiscal year. Nomination packages will include the following:

(a) A photograph of the nominee prepared in accordance with reference (a);

(b) A concise resume of qualifications, including billet description and significant contributions to the command;

(c) The Navy and Marine Corps Commendation Medal recommendation will be generated on the HQMC Awards Processing System and forwarded up the chain of command to the Commanding Officer, MSG Bn. The first sentence of the SOA will be "Nominee for Marine Security Guard of the Year." A printed copy of the award recommendation to include 1650, SOA and citation will be included in the nomination package;

(d) Name and SSN of spouse (if applicable). This data will be used to process invitational travel orders;

(e) Copy of pages 3, 11, 12, and 13 from Service Record Book;

(f) Two page autobiography.

(2) Nomination packages are to be provided to CO, MSG Bn during September of each year. A specific due date will be provided by separate correspondence.

e. Marine Career Retention Specialist of the Year Nominations

(1) Nomination packages, as set forth in paragraph 5a, will include the following:

(a) Completed nomination letter signed by the commanding officer;

(b) A photograph of the nominee prepared in accordance with reference (a);

(c) Commanding officer's letter of recommendation highlighting the nominee's contribution to the unit's career planning program and the career retention specialist force;

(d) The Navy and Marine Corps Commendation Medal recommendation will be generated on the HQMC Awards Processing System and forwarded up the chain of command to CMC (MMEA-6). The first sentence of the SOA will be "Nominee for Career Retention Specialist of the Year." A printed copy of the award recommendation to include 1650, SOA and citation will be included in the nomination package;

(e) Name and SSN of spouse (if applicable). This data will be used to process invitational travel orders;

(f) Copy of pages 3, 11, 12, and 13 from Service Record Book;

(g) Two page autobiography.

(2) Nomination packages are to be provided to CMC (MMEA-6) during July of each year. A specific due date will be provided by separate correspondence.

7. Selection Process. Selection will be based on the selection board results after reviewing information contained in the nomination package, the Official Military Personnel File (OMPF), the Master Brief Sheet (MBS), and the Marine Corps Total Force System.

8. Awards

a. The Marines selected as the Recruiter, Drill Instructor, Marine Combat Instructor, and Marine Security Guard will receive a Navy and Marine Corps Commendation Medal from the CMC and will be promoted to the next higher grade effective 2 October per reference (b) unless selectee is already a gunnery sergeant. If any of the selected Marines have been recently promoted meritoriously to the current grade, the new promotion will not be effective until the Marine has served one year in that current grade. The Marine selected as the Career Retention Specialist of the Year will receive a Navy and Marine Corps Commendation Medal from the CMC.

b. Runners-up. A "runner-up" Marine from each duty area will also receive a Navy and Marine Corps Commendation Medal from the CMC. For MCRC, district selectees not selected as "Recruiter of the Year" will all be considered "runners-up."

c. Other Nominees. All other nominees may be presented awards at a separate ceremony dictated by the unit commander.

9. Action. To support the CMC Recruiter, Drill Instructor, Marine Security Guard, Career Retention Specialist, and Marine Combat Instructor of the Year Program, the following responsibilities are tasked:

a. CG, Marine Corps Combat Development Command

- (1) Act as the overall coordinator for the program;
- (2) Arrange and host CMC Combined Awards ceremony during the month of October;
- (3) Promulgate a letter of instruction (LOI) to Major Subordinate Commands (MSCs) to receive nominees as established by the criteria herein;
- (4) Provide protocol support.

b. CG, Marine Corps Recruiting Command

- (1) Coordinate with CGs, Eastern Recruiting Region (ERR) and Western Recruiting Region (WRR) to receive nominees for Recruiter of the Year as established by criteria herein;
- (2) Convene a selection board to determine the Recruiter of the Year. Forward results to CG, TECOM (C 469TP) to facilitate the CMC Combined Awards ceremony;
- (3) Forward the award recommendations for all nominees to CMC (MMMA) for processing;
- (4) Provide funding for all nominees and their spouses to attend awards ceremony in accordance with reference (c);

(5) Coordinate as needed with CG, TECOM (C 469TP).

c. CG, Training and Education Command

(1) Provide Action Officer (C 469TP) to coordinate all administrative and logistical preparations for the ceremony:

(2) Coordinate with the CGs, MCRD Parris Island and San Diego to receive nominees for Drill Instructor of the Year as established by the criteria herein;

(3) Forward all award recommendations for both nominees to CMC (MMMA) for processing;

(4) Convene a selection board to determine the Drill Instructor of the Year.

(5) Provide funding for nominees and their spouses to attend CMC Awards Ceremony in accordance with reference (c);

(6) Prepare meritorious promotion warrants for all selectees for the CMC's signature as outlined in paragraph (8) of this order.

(7) Coordinate as needed with CG, MCCDC (C 06).

d. CG, Training Command

(1) Coordinate with the Commanding Officers, SOI East and West, to receive nominees for Marine Combat Instructor of the Year as established by criteria herein;

(2) Forward the award recommendations for the both nominees to CMC (MMMA) for processing;

(3) Provide funding for nominees and their spouses to attend awards ceremony in accordance with reference (c);

(4) Convene a selection board to determine the Marine Combat Instructor of the Year. Forward results to CG, TECOM (C 469TP) to facilitate the Combined Awards ceremony;

(5) Coordinate as needed with CG, TECOM (C 469TP).

e. CO, Marine Security Guard Battalion

(1) Coordinate with company commanders to receive nominees as established by the criteria herein;

(2) Convene a selection board to determine the Marine Security Guard of the Year. Forward results to CG, TECOM (C 469TP) to facilitate Combined Awards ceremony;

(3) Forward the award recommendations for the selectee to CMC (MMMA) for processing;

(4) Provide funding for selectee and spouse (if feasible based on mission requirements) to attend awards ceremony in accordance with reference (c);

(5) Coordinate with CG, TECOM (C 469TP) as required.

f. Director, Personnel Management Division (MM)

(1) Convene a selection board to select the Career Retention Specialist of the Year and runner-up. Selection board will consist of six members chosen from within the Personnel Management Division. Forward results to CG, TECOM (C 469TP) to facilitate Combined Award ceremony;

(2) Forward the award recommendations for the selectee and runner-up to CMC (MMMA) for processing;

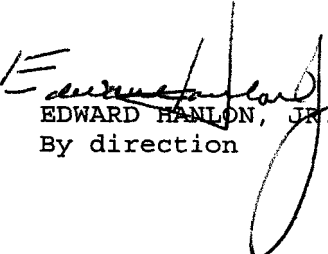
(3) Provide nominee(s) to Deputy Commandant for Manpower and Reserve Affairs for final approval;

(4) Provide funding for selectee and spouse to attend the Combined Awards ceremony in accordance with reference (c);

(5) Prepare Navy and Marine Corps Commendation Medals for the CMC's signature for all participants as outlined in paragraph (8) of this order.

g. Sergeant Major of the Marine Corps. Serve randomly as a member of the CMC Recruiter, Drill Instructor, Marine Combat Instructor, Marine Security Guard, and Career Retention Specialist of the Year selection boards.

10. Reserve Applicability. This order is not applicable to the Marine Corps Reserve.


EDWARD HANLON, JR.
By direction

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